

Project Managers' Advisory Group

MINUTES May 16, 2011

Attending:

(* = by phone)

Bob Giannuzzi	EPMO
Kathy Bromead	EPMO
Charles Richards	EPMO
Janet Stewart	EPMO
Jesus Lopez*	EPMO
Valerie Maat*	EPMO
Alisa Cutler*	EPMO
David Johnson	DENR
Vicky Kumar*	OSC
Lucy Cornelius*	DPI
Ellen Zimmerman*	DHHS DPH
Barbara Swartz*	DHHS/DPH
Gary Lapio*	DHHS DIRM
Karen Guy*	DHHS DIRM
Lynne Beck*	DMH/SS/SAS
Gary Imes*	DMH/SS/SAS
Georgette Lesslie*	DMH/SS/SAS
Trevin Muse*	DMH/SS/SAS
Betty Cogswell*	DHHS
Sarah Joyner*	ESC
Larry Sanders*	ESC
Jodi Bone*	ESC
Lloyd Slominsky*	Dept. of Corrections
John O'Shaughnessy*	ITS
Chris Cline*	NCCCS
Colleen McCarthy*	SOS
David Butts*	WRC

Bob Giannuzzi welcomed everyone to the meeting. There were no first time attendees or new PMPs to acknowledge.

Bob solicited and received approval of the April minutes.

Jesus Lopez reported that PMP Exam Prep Class Cycle 12 is wrapping up classes this week. Review sessions will follow. This is the last cycle before PMI changes exam scope on 8/31. Jesus asked that anyone committed to taking the exam before then that needs individual assistance contact him.

Bob advised that the EP MO got no feedback on the issues analysis discussed at the April meeting. Nor was any offered at this meeting.

Although none have been scheduled since last month's minutes went out, Bob encouraged the team to watch out for free PMI Community of Practice (CoP) webinars. He reported the following upcoming events at NCPMI:

NCPMI Venue	Speaker	Date/Topic
General Membership	Laura Poole	<u>May 19</u> (6:00 PM) Coaching Your Team
Public Sector LIG		No meeting scheduled
PMO Committee	Craig Zimmer	<u>May 25</u> (5:30 PM) Program Management - back to the basics
Leadership Committee		No meeting scheduled
Information Systems Committee		No meeting scheduled

The progress of the EPMO work groups was discussed next.

- **SDLC** to address integration of alternate SDLCs (e.g., Agile) into the current process/workflow. Gaye Mays reported to Bob before the meeting and Kathy confirmed that the group has completed a recommendation for the approval process for Agile projects and it is ready for EPMO and state approvers review. Basically it has eliminated one gate by combining E&B and Implement into one "Build & Implement" phase. Also, the EPMO will evaluate at Initiation if the agency is poised for success with agile development by completing an Agile Readiness Assessment. The draft of an initial assessment will also need EPMO and state approver's review.
- **Agency Procurement** to develop a common (within agency) procurement process. Documentation of the process is available the EPMO website. Revisions to include process and ownership documents will soon be available. The group will decide at its next meeting on whether to continue or come to a conclusion.
- **Business Case** to develop guidelines and provide training on justifying projects based on cost/benefits analysis. Bob reported that the group is focusing on training material that includes use of the new template..

Alisa Cutler reported on Methodology Task Group activity. She briefly reviewed their draft of a new Communication Plan document (to be attached with distribution of these minutes) that will not be required but will be viewed as a best practice. She asked for the group to review and provide feedback to her by 5/31. The group is now addressing development of a template to itemize and describe project Business Functional Requirements.

Charles Richards advised the group that a CR training session (AdobeConnect) was scheduled for 9:00 AM on 5/18. Janet Stewart polled the group for interest in Staffing & Financial Plan training (resounding YES!). Charles and Charles are also considering opening up the PPM for hands on training with a simulated project. Gary Imes and David Johnson expressed interest for their PM teams.

Charles reported that APM training will be provided in the June-July timeframe in preparation for the annual updates. The CIOs were given a heads up on 5/18.

Dave Butts pointed out that there is a clause in the latest draft of SB 200 would require General Assembly approval of all projects costing >\$100K. If passed, new process updates will be in order.

Meeting adjourned at 4:17 PM.

NEXT MEETING

Monday, June 20, 2011 at 3:30
333 Six Forks Road Conference Room 5 or (919) 981-5581

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